

## MILPERSMAN 1306-1707

### AVAILABILITY PROCESSING – GRADUATION FROM CLASS "A", "C", AND OTHER TYPE SCHOOLS

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#### 1. School Graduates

a. Personnel who are available for assignment are indicated below:

(1) **Class "J"** - Graduation from "A" school.

(2) **Class "K"** - Graduation from "C" school.

(3) **Class "L"** - Graduation from a school other than "A" or "C" school (e.g., Navy enlisted classification code awarded).

b. Personnel attending schools under orders with next assignment already scheduled do not require an availability report (AVAIL) submission, unless their status changes or they are dropped from training. The AVAIL submission will initiate a formal order modification.

#### 2. Responsibility

a. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs. **Exception:** For class "LD" AVAILs (members graduating from nuclear power school) and class "LN" AVAILs (members graduating from fleet replacement squadron), refer to Notes 3 and 4 in paragraph 6 of this article for guidance on AVAIL submission responsibility and method. Personnel responsible for submitting student AVAILs shall become familiar with the Corporate Enterprise and Training Activity Resources System as it contains updates to a member's training status (e.g., enrollments, estimated graduation dates, holds, drops, etc.).

b. The command personnel administrative support system coordinator (CPC) or training command representative is responsible for providing class rosters to the PERSUPP DET or CSD to support initial AVAIL submissions as well as to provide any date change notifications.

3. **Report submissions.** AVAILs will be submitted using the Navy Standard Integrated Processing System, except as otherwise indicated. Initial AVAILs will not be submitted until a member is actually enrolled into a designated course of instruction relating to this article and per the following course length schedule:

a. **Eight Weeks or Less.** When the course length is 8 weeks or less, the AVAIL will be submitted during the first week of training.

b. **More than 8 weeks.** When the course length is more than 8 weeks, the AVAIL will be submitted no later than 8 weeks prior to graduation.

c. **Self-paced.** Training commands are responsible for providing the PERSUPP DET or CSD a determined average course completion length for courses. Once a graduation date is determined, the AVAIL will be submitted per the above schedule and reflect the class convening date in the AVAIL remarks section.

4. **Status Changes.** Status changes for members at a training command may impact the transfer date.

a. **Limited Duty (LIMDU) or Pregnancy Status.** Students placed in a LIMDU or pregnancy status while under instruction may be dropped from training, dependent on their ability to continue training, and or incur an AVAIL status change. MILPERSMAN 1306-1704 and MILPERSMAN 1306-1713 provide AVAIL submission guidance in these cases.

b. **Other Changes.** A member's status can change to interrupted or removed from instruction temporarily with an undetermined return or disenrollment date; or has graduated, but cannot transfer due to a hold (e.g., medical, legal, clearance) situation). See MILPERSMAN 1306-1717 for guidance on AVAIL changes after initial submission.

5. **Transfer Delays.** The CPC or training command representative must provide notification of status changes to the PERSUPP DET or CSD, and the assignment control authority (ACA).

a. If, after the initial AVAIL submission, the member's transfer date becomes undeterminable due to a temporary interrupted training and or hold status, the current system AVAIL can be deleted by the PERSUPP DET or CSD if orders have not been issued. Submit new AVAIL when member is available for transfer.

b. If orders have been issued and delay is no more than 30 days past original no later than (NLT) date, MILPERSMAN 1320-306 gives authority to pen-and-ink-modify orders for no more than 30 days past the original NLT date for enlisted personnel in a temporary duty under instruction or duty under instruction accounting category code (ACC) 34x status at a recruit training command or service school command. Under the purview of this article, orders will not need formal modification by the ACA. The training command will provide pen-and-ink-modified orders to PERSUPP DET or CSD and will send notification of the member's delay in reporting to the gaining command with a copy to ACA and PERSUPP DET or CSD. However, a formal modification may still be needed in order to distinguish temporary duty under instruction and duty under instruction status when a member remains in the student pipeline in the same geographic location longer than expected. Temporary duty under instruction funds and per diem entitlements may also require adjustments as a member remains in the pipeline or graduates early. When the reporting delay is confirmed to exceed 30 days past original NLT date, the PERSUPP DET or CSD is required to submit a new AVAIL to reflect the revised AVAIL date and reason for the date change.

6. **Listing of Availability Codes.** The tables below list course graduation AVAIL class codes. Ensure all appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format or methods are used per MILPERSMAN 1306-1715.

a. "A" school graduation availability codes and their descriptions:

Code	Description	Notes
JD	Graduate, Selective Training and Reenlistment, or Selected Conversion and Reenlistment Program.	
JE	Graduate, honor student.	1
JF	Graduate, no further school recommended.	

JG	Graduate, recommended for further school.	
JH	Graduate, submarine school candidate.	2
JI	Graduate, diver or explosive ordnance disposal (EOD) candidate.	
JK	Graduate, no further school recommended. Designated as submariner.	
JL	Graduate, recommended for further school. Designated as submariner.	
JM	Graduate, nominated or selected for a special program.	5

b. "C" school graduation availability codes and their descriptions:

Code	Description	Notes
KA	Graduate, E-1 through E-3, non-designated strikers, not within the criteria of any other class "K" availability.	1
KC	Graduate, rated or designated, not within the criteria of any other class "K" availability.	1
KD	Graduate, no further school recommended.	
KE	Graduate, recommended for further school.	
KF	Graduate, honor student.	
KG	Graduate, no further school recommended. Designated as submariner.	
KH	Graduate, recommended for further school. Designated as submariner.	
KL	Graduate, nominated or selected for a special program.	5

c. Graduation from schools other than "A" and "C" school - availability codes and their descriptions:

Code	Description	Notes
LA	Graduate, E-1 through E-3, non-designated strikers, not within criteria of any other class "L" availability.	1
LB	Graduate, submarine school. Class "A" school required.	
LC	Graduate, rated or designated, not within the criteria of any other class "L" availability.	1
LD	Graduate, nuclear power school.	3
LE	Graduate, diving or EOD school.	
LF	Graduate, recommended for further school.	
LH	Graduate, no further school recommended.	

LJ	Graduate, submarine school, rated or designated personnel. Class "A" school not required after completion of submarine school. Not recommended for further school.	
LK	Graduate, submarine school, rated or designated personnel. Class "A" school not required after completion of submarine school. Recommended for further school.	
LM	Completed Fleet Readiness Aviation Maintenance Program (FRAMP). Specify type of FRAMP in AVAIL remarks.	1
LN	Graduate fleet replacement squadron.	4
LO	Graduate, nominated or selected for a special program.	5

**Note 1:** Provide specifics in remarks section.

**Note 2:** "JH" AVAIL submission is for submarine school candidates as administrative support personnel upon completion of class "A" school for CS, LS, and YN ratings.

**Note 3:** AVAILs are entered by Navy Personnel Command (NAVPERSCOM), Submarine Nuclear Qualifications Coordinator (PERS-403F) or Human Resources Assistant (PERS-403CQ) for students graduating from nuclear power school and nuclear power training unit when notification is received by the training support command.

**Note 4:** AVAILs are entered by NAVPERSCOM, AWF/AWV Aircrew Detailer (PERS-404EH) for students assigned in ACC 342 graduating from flight instruction with flight training evolutions.

**Note 5:** AVAIL submission is for a member who has been nominated for assignment to a special program upon graduation from designated training.